

## FINANCE COMMITTEE MINUTES

**DATE OF MEETING:** August 21, 2023 at 5:00 p.m. County Building

**MEMBERS PRESENT:** Melonie Tilley – Chair, Jamie Prestegaard, Terry Ferguson, Megan Myers, and Dan Matthews. Also present, Dee Dee Rentmeister, County Administrator.

**MEMBERS ABSENT:** none

### SUMMARY OF DISCUSSION:

- Persons to speak:
  - Curt Homan – DCDC director – updated committee on activities on going with DCDC.
  - Sharon Mills and Gail Nunnery with Mental Health Board spoke to the committee about their funds being held by the county treasurer and them wanting to have the treasurer open up another fund to take donations. The budget request for FY24 along with a spreadsheet showing revenues and expenses this year. Dan Markwell, State’s Attorney was present and informed the committee that the statute related to the mental health board does not indicate that the county treasurer is the fiduciary of the mental health board’s money. Sharon and Gail both stated that by having the county treasurer as the fiduciary and writing the checks that it saves their levy money to be used on services. Mr. Markwell also indicated that he did not find any authority for the county treasurer to open a fund for mental health donations. Mr. Markwell stated that it would be up to the county treasurer if she wants to continue to be responsible for the mental health funds and issue checks.
- Motion by Matthews, 2<sup>nd</sup> by Myers to approve the July minutes. Voice vote, motion carried.
- Motion by Ferguson, 2<sup>nd</sup> by Prestegaard to approve the August 7, 2023 minutes. Voice vote, motion carried.
- Motion by Matthews, 2<sup>nd</sup> by Myers to recommend to the full board to adopt a resolution increasing the election judge’s compensation (attached). Voice vote, motion carried.
- Reviewed the 2024 Holiday schedule. Motion by Prestegaard, 2<sup>nd</sup> by Ferguson to recommend to the full board to approve the 2024 Holiday Schedule (attached). Voice vote, motion carried.
- Travel request from Sandy Schlosser to attend a conference on 9-26-2023 (attached). Motion by Ferguson, 2<sup>nd</sup> by Matthews to approve travel request for Sandy Schlosser. Voice vote, motion carried.
- Committee reviewed/revised the job description for animal control warden. Motion by Ferguson, 2<sup>nd</sup> by Prestegaard to approve the job description for animal control warden with revisions. Voice vote, motion carried.
- Discussed beginning wage for the animal control warden position. Dee informed committee that the beginning wage based on the wage schedule would be \$16.40/hour. This could be increased to \$16.86 upon successful completion of the ACO1 and ACO2 certifications. Reviewed wages of Logan County and Douglas County. Several committee members felt that no one would apply for this position with a low wage. After discussion, a motion was made by Matthews, 2<sup>nd</sup> by Myers to set the wage for the animal control warden position at \$18.08/hour. Voice vote, carried. Tilley stated that as chair she doesn’t vote unless there is a tie but if she had voted it would be nay.
- Committee reviewed/revised the job description for office/kennel assistant. This position will be a part time position with two people covering weekends/holidays too. Would be up to 25 hours per week and would be utilized to cut down or replace the contracted service. Motion by Ferguson, 2<sup>nd</sup> by Prestegaard to approve the revised office/kennel assistant job description. Voice vote, motion carried.
- Discussed the wage for the office/kennel assistant position. Dee explained that part time personnel would be making \$15.00 an hour beginning December 1. This would be \$1 an hour more than minimum wage. Several members felt \$15.00 an hour was too low. After discussion, a motion was

made by Matthews, 2<sup>nd</sup> by Prestegaard to set the wage for the part time office/kennel assistant job at \$16.40/hour with a maximum of 25 hours per week. Voice vote, motion carried. Tilley again indicated that if she were to vote in case of a tie it would be nay.

- General discussion on budget meetings. Tilley indicated that she would be out of town beginning September 23 and back on October 11. Budget will need to be completed and to the full board for their October meeting. Dee will check with the auditor and see how much lead time she needs with the budgets to complete her levies.
- General review of various budgets. Matthews asked to have all the salary figures inputted into the budgets and sent to each member prior to the next meeting.
- Motion by Ferguson, 2<sup>nd</sup> by Matthews to adjourn at 6:45 p.m. Voice vote, motion carried.

#### **COMMITTEE ACTION:**

Approve July minutes.

Approve August 7, 2023 minutes.

Recommend to the full board to adopt a resolution increasing the election judge's compensation.

Recommend to the full board to approve the 2024 Holiday Schedule

Approve travel request for Sandy Schlosser.

Approve the job description for animal control warden with revisions.

Set the wage for the animal control warden position at \$18.08/hour.

Approve the revised office/kennel assistant job description.

Set the wage for the part time office/kennel assistant job at \$16.40/hour with a maximum of 25 hours per week.

#### **RECOMMENDATIONS TO FULL BOARD:**

Recommend to the full board to adopt a resolution increasing the election judge's compensation.

Recommend to the full board to approve the 2024 Holiday Schedule

**DATE OF NEXT MEETING: September 18, 2023 at 5:00 p.m.**